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DATE: November 4, 2011

TO: All Interested Candidates

FROM: United States Agency for International Development, Regional Mission for Ukraine, Belarus and Moldova (USAID)

SUBJECT: Job Opportunity Announcement # 18-2011, USAID/Kyiv

POSITION TITLE: Strategic HIV and Health Information Project Management Specialist

POSITION TYPE: FSNPSC – 40 hours per week

ANNOUNCEMENT: #18-2011

GRADE LEVEL: FSN-10 (The incumbent will be hired at the Development Level, FSN-9 until all mandatory USAID training is completed and the full performance level of the position is reached)

OFFICE LOCATION: Office of Health and Social Transition, USAID/Kyiv, Ukraine

OPENING DATE: Immediate

CLOSING DATE FOR APPLICATIONS: November 19, 2011 at 6:00 PM Kyiv time

APPLICATION AND SELECTION PROCESS: Interested applicants should e-mail a *current résumé* and *letter of interest* in **English** to the USAID Human Resources Unit at kyv18-2011@usaid.gov

The United States Agency for International Development (USAID) Regional Mission to Ukraine, Belarus and Moldova is an equal opportunity employer.

Note: Only those applications that are received in the Human Resources Unit *before* the closing date will be eligible for consideration. Applications and letters that are *inadequate or incomplete* will not be considered. Only those applicants who are selected for interviews will be contacted.

Initial screening will be based on the curriculum vitae or résumé and cover letter. Best qualified applicants who meet minimum requirements will be invited for an interview.

Basic Function of Position:

As a core member of the office of Health and Social Transition (OHST) business and operations team, the Strategic Information (SI) Project Management Specialist will serve as an expert on monitoring and evaluation (M&E), including surveillance HIV and health surveillance. The SI Specialist will manage both qualitative and quantitative data analysis and surveys and reporting for OHST and the larger PEPFAR program to fulfill USAID, PEPFAR and US Embassy reporting requirements. The SI Specialist will manage all requests for strategic information for background papers and other health data requests for evaluations, audits and management and technical assessments are also essential features of this position. As a technical expert, the SI Project Management Specialist will also be required to carry out a range of analytic and reporting responsibilities as well as present and train others on the USAID and USG team on SI-related subjects. The SI Specialist will also provide leadership on SI activities to all PEPFAR and GHI partners in Ukraine by compiling and analysing USG data. In addition to the PEPFAR and GHI SI activities, the SI Specialist will also work with the rest of the OHST portfolio to meet USAID specific planning, monitoring and reporting requirements.

The primary responsibility of the position is to ensure that decision makers in OHST have access to the most up to date and accurate information on HIV/AIDS, TB, family planning, maternal and child health, and other health issues in Ukraine and that all OHST, PEPFAR and GHI reporting and other documents reflect this as well as policy and program accomplishments and issues. The SI Specialist has major responsibility for meeting USAID, GHI and PEPFAR reporting requirements.

The SI Specialist will also manage priority SI activities and key partners supporting HIV/AIDS, TB program activities, as defined in the PEPFAR Country Operation Plan and other health programs captured in the GHI strategy and the USAID program plan. The position will work closely with PEPFAR and GHI team members, SI liaisons for other USG agencies and implementing partners to ensure that all SI activities are well coordinated and complimentary. As appropriate, the SI Specialist will conduct data searches and analyses and liaise closely with implementing partners and other donors working on these issues.

The SI Specialist will also regularly consult and coordinate with OHST members in providing technical assistance and support, particularly as it relates to project management. The position will require close collaboration with project management specialist colleagues in OHST to develop/select indicators, set targets and help develop project performance monitoring plans (PMPs) for individual OHST project mechanisms. The SI specialist will maintain a database of all project indicators within the entire OHST portfolio and help establish a subset of core indicators to serve as the OHST PMP. The SI Specialist will also be responsible for the design and provision of technical oversight for any core SI related activities within the OHST portfolio. S/he will receive training to serve as an activity/project manager and to serve as alternate activity/project manager for at least one OHST locally managed implementing mechanism. As a result, the incumbent will prepare activity reports and documentation as needed, including the analysis of project pipelines, mortgage and accruals and assure timely obligation of funds.

Finally, the SI Specialist will be responsible for planning and implementing the procurement of resources and training to ensure that participating partners are adequately equipped to meet SI objectives, including data quality and adequate support for HIV and health platforms including disease surveillance collection instruments and surveys and other data gathering tools for the

PEPFAR and the OHST portfolios. The SI Specialist is responsible for data quality and will benefit from the analysis prepared by PEPFAR Data Quality Assurance teams (DQA). The SI Specialist is also expected to play a key role in compiling data for the semi-annual PEPFAR review reports (SAPRs). The SI Specialist will report to the OHST Director who also serves as the PEPFAR Interagency Coordinator and will keep him/her abreast as data becomes available on the progress of the data gathering and analysis activities.

MAJOR DUTIES AND RESPONSIBILITIES:

Activity Tracking Evaluation and Reporting (50%) – The incumbent will play a lead role in data collection and synthesis for PEPFAR, GHI and other health reporting including special and annual reports, and other performance monitoring plans, portfolio reviews, and other reporting requirements, in conjunction with the USG partners and USAID. In carrying out this task, the incumbent will:

- Understand USAID program evaluation, monitoring, and reporting systems
- Familiarize with HIV/AIDS, TB and related health data sources and findings for Ukraine;
- Ensure that OHST documents reflect the most current epidemiological and programmatic data;
- Track the collection of performance data of HIV/AIDS and other activities from all PEPFAR and GHI implementing partners, and other donors to identify and monitor data sources, method and frequency of data collection, and identify the individual(s)/institution(s) responsible for collecting the data/information;
- Train program partners on producing quality responses for semi-annual and annual reporting and develop partner friendly templates for reporting. Training also may be needed during one of the reporting periods or leading up to the reporting periods for new OHST or other USG staff so that new team members can learn how the reporting process works,
- Analyze and organize semi-annual and annual performance indicators from HIV/AIDS program partners (SAPRs and APRs);
- Work with partners on setting annual targets for HIV/AIDS, TB and other health areas, including the establishment of approved performance monitoring plans;
- Conduct regular assessments of data quality and indicators used to monitor and evaluate program performance to ensure that they accurately reflect and monitor the activities they are intended to measure;
- Maintain a database of all project indicators within OHST portfolio and help establish a subset of core indicators to serve as the OHST PMP;
- Develop and refine systems and criteria for performance monitoring and evaluation that are consistent with PEPFAR, GHI and FAF indicators, as appropriate. In collaboration with technical teams, help to develop performance targets and monitoring plans using Agency, PEPFAR, GHI and customized indicators that are in accordance with the standardized indicators reported in the PEPFAR, GHI and USAID special and routine reports.
- Coordinate with Washington-based SI liaisons in USAID, GHI and OGAC, and other relevant partners on reporting and activity evaluation activities

SI Activities Management and Oversight, Design, and Implementation (45%) –Tracks and monitors the progress of all PEPFAR, GHI and USAID supported SI activities including

surveys, disease surveillance data, knowledge attitudes and practice survey tools and other health information. The incumbent will ensure that all of the data gathering and compilations activities are well planned and continue to reach set milestones including the timely dissemination to fulfill report requirements and data needed for other key management and programmatic decisions. Using SI and management expertise, the incumbent meets routinely with partners to assess SI priorities and progress. The incumbent is responsible for working closely with the USAID, GHI and PEPFAR team, including COTRs/AOTRs, and with SI team members of other agencies and organizations including the Global Fund, UNFPA and UNICEF. The SI Specialist serves as a liaison with OGAC's SI advisor.

The continuing overarching tasks are to:

- Provide technical assistance and consultation to partners to facilitate the progress and accuracy of these activities;
- Report routinely on the progress of relevant activities. Works with COTRs/AOTRs on monitoring and evaluation of projects, as appropriate;
- Manage additional technical responsibilities as need arises, including drafting scopes of work for technical support, activity evaluation, and surveillance activities;
- Work in conjunction with COTRs/AOTRs to review regular partner reports, specifically the SI components and their relationship to the program;
- Assess data quality;
- Work in conjunction with COTRs/AOTRs to provide technical assistance, either through direct training, or finding appropriate assistance mechanisms to improve SI activities of partners;
- Serve as COTR/AOTR/Activity Manager for SI related activities within OHST portfolio and as alternate COTR/AOTR for at least one OHST activity;
- Provide performance monitoring assistance and advice for promoting capacity building of local NGOs, assisting in the development of sustainability strategies in M&E to facilitate greater impact;
- Provide technical assistance to implementing partners and their sub-grantees on data collection, analysis, use, and reporting;
- Facilitate monitoring and evaluation training for implementing partners; and
- Conduct routine visits to select project sites to monitor timeliness and appropriateness of follow up actions and remedial measures for SI-related activities, and recommend actions to implementing partners to improve program performance; respond to SI needs as they arise.

C. Performs other related duties as assigned (5%)

- Support OHST on SI related action requests from USAID/W or the Department of State's Europe and Eurasia (EUR/ACE) and HIV/AIDS (O/GAC)
- Documents, maintains and updates SI related files

REQUIRED QUALIFICATIONS

A. Education

- Master's degree in public health, epidemiology, statistics, medicine, social science, health sciences or other related discipline. Demonstrated professional coursework in quantitative analysis for the health sector is required.

B. Prior Work Experience

- At least five years' experience in strategic information activities, public health monitoring and evaluation or surveillance/surveys field and reporting
- Demonstrated experience with indicators and monitoring and evaluation methods including the collection and analysis of qualitative and quantitative data
- Experience in qualitative and quantitative analysis and reporting
- Experience working with HIV/AIDS or TB data is highly desirable, as is experience working with USAID or other government or donor administrative and programming

C. Language Proficiency:

- Full professional proficiency in both written and spoken English and native Ukrainian and Russian language skills is mandatory.

D. Skills and Abilities:

- Proven ability through prior work experience to plan and coordinate periodic reporting among a number of USG agencies, organizations, and partners;
- Ability to orient new partners as new projects are awarded and to tactfully and appropriately build the SI reporting capacity of local organizations;
- Demonstrate knowledge about HIV concentrated epidemics. Understand the complexities of the SI landscape in Ukraine, the interplay with other larger donors such as the Global Fund and with highly expert Government of Ukraine counterparts;
- Proven ability to maintain quality control and ensure the accuracy of all analysis and reporting;
- Demonstrated ability to meet deadlines and work under pressure from multiple USG agencies;
- Ability to work with basic office software, in addition to spreadsheets required; use of statistical software and familiarity with databases is also required;
- Flexibility and ability to multi-task and manage time effectively and manage numerous projects;
- The ability to take broad direction and independently carry out data compilation and analysis is required;
- Strong interpersonal and oral and written communication skills are required for this position on a business team and to coordinate interagency reports;
- Ability to work effectively in multiple teams with varying work-styles and corporate cultures is highly desirable;
- Strong organizational abilities including setting priorities amongst competing deadlines.